

**U.S. MARINE CORPS  
CIVILIAN HUMAN RESOURCES OFFICE  
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **02-15**

Date: 8 Jan 15

**POSITION VACANCY ANNOUNCEMENT**

**Eligible employees** who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

**\*\*\* PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED \*\*\***

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16:30 までに人事部日本人雇用係（キャンブフォスター建物番号 495、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

**メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。**

PWO #: 162		Position title: <b>Vehicle Driver, #2293, BWT-2, Grade-5</b>	
<b>MLC F/T Limited Term (NTE: 30 Nov 2015)</b>		Number of position(s): <b>1</b>	Location: Camp Kinser
Organization: MCB Camp S. D. Butler, G-1 Division, Consolidated Postal System			
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) <b>15 Jan 15</b>	
<b>Summary of duties:</b> Operates light automotive vehicles under 4-ton capacity to transport mail. Makes box run to collect mail from collection boxes. Performs operator's maintenance such as replenishing fuel, oil, grease, water, air and battery fluids as required. Cleans inside and outside of vehicle. Makes minor emergency repairs. Fills in trip tickets and operator's maintenance service records, and in case of accident, fills out driver's accident report. Sorts incoming and outgoing mail according to distribution area. Weights mail and checks postage. Ties and delivers outgoing mail according to the established schedules. Affixes routing slip and labels. Performs other related or incidental duties as assigned.  Work Schedule: Shift work Mon-Sat subject to work schedule. 40 hours per week. Sun off and additional day off Mon-Sat			
<b>Qualification Requirements 資格条件</b> 1. Must have a valid driver's license (Manual/Automatic). 2. Must have the ability to speak, read, and write English at average proficiency level (LAD-2 or equivalent). 3. Must be physically fit and able to lift up to 70 pounds.			
<b>Required documents</b> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		<b>必要書類:</b> 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証などのコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2 週間程度は非通知拒否設定を解除していただくようご協力お願いします。